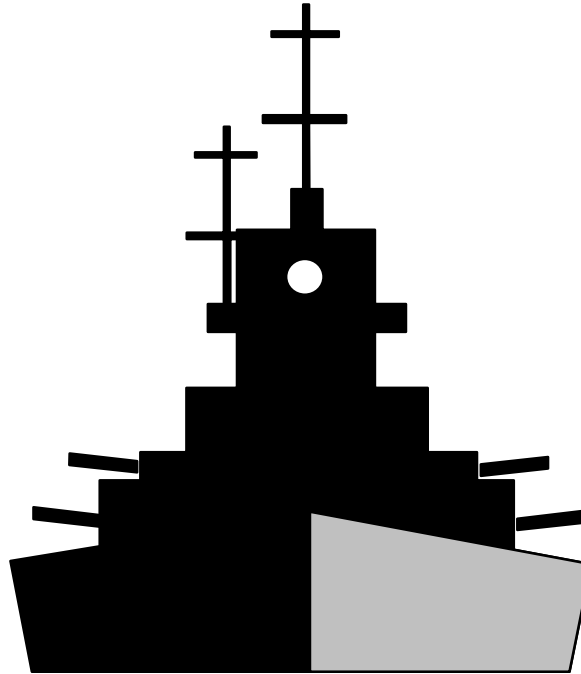


STASS (STM) User's Guide

For Instructors and Course Supervisors



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FTC Norfolk Quota Control Office
March 15, 2001

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- ◆ Printing a Roster

Table of contents

Section I

- ◆ Mustering a Class
- ◆ Making Diary Entries
- ◆ Using “Details by Student” feature

A. MUSTERING A CLASS: CONVENE MUSTER (ENROLL)

1. Select STM –CLASSES – CONVENE MUSTER

A. Fill-in Course Information

- CDP
- CLASS NUMBER (FY, SEQ, SECTION, or LOV may be used).

B. Click F8 or XQ

C. Add New Student

D. Transition No Name Reservations

E. Update Students

- Change Advance Reservations to Reservation.
- Process No Shows
- Verify /Update Student Info (Rate, Rank, PG, etc.).

F. Click on Process Muster/No Show

G. Verify/Update ENROLL Status

H. COMMIT

NOTE: To correct errors discovered after ENROLLMENT of class is committed, use Update Student Diaries:

- Enter CDP, CLASS# (FY, SEQ, SECT, or LOV may be used)
- Click XQ or F8
- Select Student
- Click on Details By Student
- Click on Delete Latest Entry
- Click on Page 1, and Verify Student Status
- Click on LOV, Select appropriate Code, & Click OK
- COMMIT - EXIT

STASS 32-bit R

STUDENTS

PIPELINES

CLASSES

ADMINISTRATIVE

REPORTS

TRANSITION ZERO CLASS

CONVENE MUSTER

CANCEL CLASS

GRADUATE CLASS

UPDATE STUDENT DIARIES

CLASS SECTION CHANGE

STASS

tivity Support System

Netpdtc

WHATS NEW

Exit

ATTN STASS WEB USERS! STASS web will NOT run on NT Service Pack 6.
However, it WILL run on NT Service Pack 6A.

FTC NORFOLK (39) - [STASS]

Fill in course information and hit "F8"

STASS

M0615

- 1

Block

Field

Record

Query

Window

Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

Muster/Convene A Class

2001-01-22

CDP

FY

Seq

Sect

Owner?

CIN

Short Title

?

?

?

?

More Class Info

Sort Selection

☒ Last Name

☐ SSN

☐ Primary UIC

☐ Category

☐ PG, Rate/Rank

NITRAS

Plan

Conv

Dt

NITRAS

Plan

Grad

Dt

STASS

Plan

Conv

Dt

STASS

Plan

Grad

Dt

Actual

Conv

Dt

Actual

Grad

Dt

Cncl?

Gdbks?

CSM

Administered?

Exception/Actual Convene Dt

Quota Requirements for this Class

Work Qty

Used

Calc Used

SSN	Name - Rate/Rank	Status	Primary UIC	Type Seat	Quota Filled	Event	Description	Category	Event Date
								?	
								?	
								?	
								?	
								?	
								?	
								?	
								?	
								?	
								?	

Update Personnel

Change Seat Type

Transition Noname

Substitute Named

Group Reservations

Maintain Seat Assignments

Process Muster/Noshow

Update Diaries

Graduate Class

Add Student

EQ

XQ

Cancel

Edit

Clr

Commit

Info

Menu

Help

Exit

Queue

Enter a query; press F8 to execute, Ctrl+q to cancel.

Record: 1/1

Enter-Query

List of Values

<OSC>

<DBG>

FTC NORFOLK (39) - [STASS]

Action

Edit

Block

Field

Record

Query

Window

Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0615 - 1

Muster/Convene A Class

2001-01-23

CDP

FY

Seq

Sect

Owner?

CIN

Short Title

3400

?

2001

120

1

?

Y

A-012-0011

INSTRUCTOR TRNG

More Class Info

Sort Selection

NITRAS

NITRAS

STASS

STASS

Actual

Actual

CSM

Plan Conv Dt

Plan Grad Dt

Plan Conv Dt

Plan Grad Dt

Conv Dt

Grad Dt

Administered?

2001-01-22

2001-02-14

2001-01-22

2001-02-14

Cncl?

Gdbks?

Exception/Actual Convene Dt

N

N

Quota Requirements for this Class

MALE/FEMALE, USNARG, ENLISTED, UNITED STATES, AVIATION MACHINISTS MATE, FLEET, RECRUIT, C

1) Change all "ADVANCED RESERVATIONS" to "RESERVATION" prior to processing "NOSHOWS"

SSN

Name - Rate/Rank

Status

Primary UIC

Type Seat

Quota Filled

Event

Description

Category

Event Date

BISHOP, PHILLIP L. FCCS

P

00281

STANDARD

MALE/FEMALE, USNARG, E

765

ADVANCE RESERVATIC

?

004

2001-01-21 00:00

BLACK, JEFFERY D. DC2

P

03368

STANDARD

MALE/FEMALE, USNARG, E

405

RESERVATION

?

005

2000-11-30 06:58

CARTER, DESHAWN D. GM3

P

21562

STANDARD

MALE/FEMALE, USNARG, E

765

ADVANCE RESERVATIC

?

004

2000-06-15 12:32

CSEH JR, RICHARD F. ITC

P

03369

STANDARD

MALE/FEMALE, USNARG, E

405

RESERVATION

?

005

2000-09-09 08:29

DAMICO, RAYMOND D. OS1

P

21700

STANDARD

MALE/FEMALE, USNARG, E

405

RESERVATION

?

005

2000-05-25 08:23

DANIEL, ALAN N. BM1

A

03369

STANDARD

MALE/FEMALE, USNARG, E

9

ON BD PRIOR TO CONV

?

010

2001-01-19 09:06

DAVIS, GARY E. CTT1

P

41276

STANDARD

MALE/FEMALE, USNARG, E

405

RESERVATION

?

005

2000-09-26 08:44

DAWSON JR, SIDNEY PCC

P

68539

STANDARD

MALE/FEMALE, USNARG, E

405

RESERVATION

?

005

2000-05-04 16:46

ENOEX, AUBREY E. BM1

P

22144

STANDARD

MALE/FEMALE, USNARG, E

765

ADVANCE RESERVATIC

?

004

2000-08-29 12:55

Update Personnel

Change Seat Type

Transition Noname

Substitute Named

Group Reservations

Maintain Seat Assignments

Update Diaries

Graduate Class

Add Student

Process Muster/Noshow

Commit

Info

Menu

Help

Exit

Queue

EQ

XQ

Cancel

Edit

Clr

The date on which an event occurred.

Record: 1/?

<OSC>

<DBG>

FTC NORFOLK (39) - [STASS]

Action

Edit

Block

Field

Record

Query

Window

Help

***** FOR OFFICIAL USE ONLY *****

Person Events

Find 0%

CATEGORY	Description	Termination
004	ADVANCE RESERVATION	
005	RESERVATION	
006	NO SHOW	
008	DELETE RESERVATION	
009	CANCEL RESERVATION	
010	ON BD PRIOR TO CONV	
010	ON BD PRIOR TO CONV BACKLOG EXCESS STUDENT INPUT	
010	ON BD PRIOR TO CONV BACKLOG LACK OF EQUIPMENT	
010	ON BD PRIOR TO CONV BACKLOG LACK OF PERSONNEL	
010	ON BD PRIOR TO CONV BACKLOG LACK OF SPACE	
010	ON BD PRIOR TO CONV ACTION AFTER PREVIOUS COURSE	
020	HOLD PREVENT ENROLL ADMIN SECURITY CLEARANCE	
020	HOLD PREVENT ENROLL LEGAL	
020	HOLD PREVENT ENROLL OTHER SUSPEND MANHOURS	
020	HOLD PREVENT ENROLL LEGAL DECLARED DESERTER	
020	HOLD PREVENT ENROLL MEDICAL	
020	HOLD PREVENT ENROLL ADMIN	
020	HOLD PREVENT ENROLL ADMIN RE-EVALUATION	
020	HOLD PREVENT ENROLL ADMIN LEAVE	
020	HOLD PREVENT ENROLL LEGAL UA AFTER 24 HOURS	
020	HOLD PREVENTING ENROLLMENT LEGAL UA AFTER 10 DAYS	
020	HOLD PREVENT ENROLL ADMIN YEAR END STAND DOWN	
020	HOLD PREVENT ENROLL ADMIN YEAR END STAND DOWN	

Find

OK

Cancel

2001-01-23

Info

Convene Dt

08:00

Calc Used

2

Sort Selection

☒ Last Name

☐ SSN

☐ Primary UIC

☐ Category

☐ PG, Rate/Rank

Category Event Date

ATIC	?	004	2001-01-21 00:00
	?	005	2000-11-30 06:58
ATIC	?	004	2000-06-15 12:32
	?	005	2000-09-09 08:29
	?	005	2000-05-25 08:23
DNV	?	010	2001-01-19 09:06
	?	005	2000-09-26 08:44
	?	005	2000-05-04 16:46
ATIC	?	004	2000-08-29 12:55

show

Eq

Cancel

Edit

Cancel

Add Student

Maintain Seat Assignments

Commit

Info

Menu

Help

Exit

Queue

Choices in list: 23

Record: 1/?

<OSC>

<DBG>

FTC NORFOLK (39) - [STASS]

Action

Edit

Block

Field

Record

Query

Window

Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

Person Events

Find 0%

CATEGORY	Description	Termination
005	RESERVATION	
006	NO SHOW	
008	DELETE RESERVATION	
009	CANCEL RESERVATION	
010	ON BD PRIOR TO CONV	
010	ON BD PRIOR TO CONV BACKLOG EXCESS STUDENT INPUT	
010	ON BD PRIOR TO CONV BACKLOG LACK OF EQUIPMENT	
010	ON BD PRIOR TO CONV BACKLOG LACK OF SPACE	
010	ON BD PRIOR TO CONV ACTION AFTER PREVIOUS COURSE	
010	ON BD PRIOR TO CONV BACKLOG LACK OF PERSONNEL	
020	HOLD PREVENT ENROLL ADMIN SECURITY CLEARANCE	
020	HOLD PREVENTING ENROLLMENT LEGAL UA AFTER 10 DAYS	
020	HOLD PREV ENRL ADMIN ERRONEOUSLY RPTD NGRD NACAD	
020	HOLD PREVENT ENROLL OTHER SUSPEND MANHOURS	
020	HOLD PREVENT ENROLL LEGAL DECLARED DESERTER	
020	HOLD PREVENT ENROLL MEDICAL	
020	HOLD PREVENT ENROLL ADMIN YEAR END STAND DOWN	
020	HOLD PREVENT ENROLL LEGAL UA AFTER 24 HOURS	
020	HOLD PREVENT ENROLL LEGAL	
020	HOLD PREVENT ENROLL ADMIN	
020	HOLD PREVENT ENROLL ADMIN LEAVE	
020	HOLD PREVENT ENROLL ADMIN RE-EVALUATION	

Find OK Cancel

2001-01-23

Info

Convene Dt

08:00

Calc Used

2

Sort Selection

☒ Last Name
 ☐ SSN
 ☐ Primary UIC
 ☐ Category
 ☐ PG, Rate/Rank

Category Event Date

?	005	2000-08-04 19:06
?	005	2000-08-15 12:53
?	005	2001-01-21 00:00
?	005	2001-01-21 00:00
?	005	2001-01-21 00:00
?	005	2000-09-14 09:09
?	005	2000-09-22 08:50
?	005	2000-10-25 14:54
?	005	2000-08-29 18:46

show

Eq

xx

Cancel

Exit

Add Student

Maintain Seat Assignments

Commit

Info

Menu

Help

Exit

Queue

Choices in list: 24

Record: 24/24

<OSC>

<DBG>

FTC NORFOLK (39) - [STASS]

ActionEditBlockFieldRecordQueryWindowHelp

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0615 - 1Muster/Convene A Class2001-01-23

CDP3400FY?2001Seq120Sect1Owner?YCINA-012-0011Short TitleINSTRUCTOR TRNG

NITRASPlan Conv Dt2001-01-22NITRASPlan Grad Dt2001-02-14STASSPlan Conv Dt2001-01-22STASSPlan Grad Dt2001-02-14Actual Conv DtActual Grad DtCncl?NGdbks?NCSMAdministered?Exception/Actual Convene Dt2001-01-22 08:00

More Class Info

Sort Selection

Quota Requirements for this Class

MALE/FEMALE, USNARG, ENLISTED, UNITED STATES, AVIATION MACHINISTS MATE, FLEET, RECRUIT, C

Work Qty1Used1Calc Used2

SSN	Name - Rate/Rank	Status	Primary UIC	Type Seat	Quota Filled	Event	Description	Category	Event Date
	MC GEE, BRIAN S. HM1	P	68736	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2000-08-04 19:06
	MORRIS, ARTIS M. ABH2	P	20632	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2000-08-15 12:53
	PORTER, GERMEAN N. CTO2	P	21949	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2001-01-21 00:00
	POULIN, JAMES L. AO1	P	03365	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2001-01-21 00:00
	ROSE, GLEN D. OS2	P	21952	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2001-01-21 00:00
	SAPP, LUIS A. SK1	P	21700	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2000-09-14 09:09
	STEFFAN, SANDRA C. ISC	P	68389	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2000-09-22 08:50
	SWEET JR, CHARLES J. ENC	P	21941	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2000-10-25 14:54
	WRIGHT, TONY M. EN1	P	53210	STANDARD	MALE/FEMALE, USNARG, E	405	RESERVATION	? 005	2001-01-21 00:00

Update Personnel

Change Seat Type

Transition Noname

Substitute Named

Group Reservations

Maintain Seat Assignments

Update Diaries

Graduate Class

Add Student

Process Muster/Noshow

Commit

Info

Menu

Help

Exit

Queue

1) Once changes have been made hit "PROCESS MUSTER/NOSHOWS" to enroll class.

The date on which an event occurred.
Record: 24/24

<OSC><DBG>

FTC NORFOLK (39) - [STASS]

Action Edit Block Field Record Query Window Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0615 - 1

Muster/Convene A Class

2001-01-22

CDP

FY

Seq

Sect

Owner?

CIN

Short Title

379K

?

2001

10

1

?

Y

A-012-0052

TASK BASED CURDV

More Class Info

Sort Selection

☒ Last Name

☐ SSN

☐ Primary UIC

☐ Category

☐ PG, Rate/Rank

NITRAS

NITRAS

STASS

STASS

Actual

Actual

CSM

Plan Conv Dt

Plan Grad Dt

Plan Conv Dt

Plan Grad Dt

Conv Dt

Grad Dt

Administered?

2001-01-08

2001-02-16

2001-01-08

2001-02-16

2001-01-08

2001-01-17

N

N

Exception/Actual Convene Dt

2001-01-08 08:00

Quota Requirements for this Class

MALE/FEMALE, USNARG, ENLISTED, UNITED STATES, ANY RATE, FLEET, RECRUIT, OR MARINE

Work Qty

Used

Calc Used

13

16

16

SSN	Name - Rate/Rank	Status	Primary UIC	Type Seat	Quota Filled	Event	Description	Category	Event Date
	ABBOTT, GORDON G. IS1	P	0387A	STANDARD	MALE/FEMALE, USNARG, E	288	GRADUATION	? 110	2001-01-17 10:14
	ALEKSA, DAVID W. IS1	P	0387A	STANDARD	MALE/FEMALE, USNARG, E	288	GRADUATION	? 110	2001-01-17 10:14
	BYNUM, CORNELIUS MMC	I	61797	STANDARD	MALE/FEMALE, USNARG, E	288	GRADUATION	? 110	2001-01-17 10:14
	FOLEY, JACKQUELYNNE C.	I	09158	STAND-BY	MALE/FEMALE, UNPLND ST	288	GRADUATION	? 110	2001-01-17 10:14
	JOGLARIRIZARRY, JAVIER S	P	61797	STANDARD	MALE/FEMALE, USNARG, E	288	GRADUATION	? 110	2001-01-17 10:14
	LEWIS, BRAD L. AE1	I	69022	STANDARD	MALE/FEMALE, USNARG, E	288	GRADUATION	? 110	2001-01-17 10:14
	MCCULLOUGH, DONALD E. C	P	30733	STANDARD	MALE/FEMALE, USNARG, E	288	GRADUATION	? 110	2001-01-17 10:14
	MCLAURIN, DENISE E. CTO1	I	35454	STAND-BY	MALE/FEMALE, USNARG, E	407	NO SHOW	? 006	2001-01-08 08:00
	MORGAN, MICHAEL			STAND-BY	MALE/FEMALE, USNARG, E	407	NO SHOW	? 006	2001-01-08 08:00

Update Personnel

Change Seat Type

Transition Noname

Substitute Named

Group Reservations

Maintain Seat Assignments

Process Muster/Noshow

EQ

XQ

Cancel

Edit

Clr

Update Diaries

Graduate Class

Add Student

Commit

Info

Menu

Help

Exit

Queue

Record: 1/1

<OSC>

<DBG>

Select this if you need to make changes to diary entries.

FTC NORFOLK (39) - [STASS]

Action Edit Block Field Record Query Window Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0610 - 1

Update Student Diaries

2001-01-22

CDP

Owner

CIN

Short Title

FY

Seq

Sect

Cancelled?

Cancellation Reason

879K

?

Y

A-012-0052

TASK BASED CURDV

2001

10

1

?

N

Sort Criteria

For changes regarding erroneous entries to an individual, highlight his/her name and select Details By Student.

Details by Student

Plan Cnv Dt

Plan Grad Dt

Actual Cnv Dt

Actual Grad Dt

2001-01-08

2001-02-16

2001-01-08

2001-01-17

	SSN	Name	Rt/Rnk	PG	UIC	Primary	Type	Seat	Event/Category/Description	Event Dt/Tm	
<input checked="" type="checkbox"/>		ABBOTT, GORDON G.	S1	E6	0387A	N	?	288	110	GRADUATION	? 2001-01-17 10:14
<input checked="" type="checkbox"/>		ALEKSA, DAVID W.	S1	E6	0387A	N	?	288	110	GRADUATION	? 2001-01-17 10:14
<input checked="" type="checkbox"/>		BYNUM, CORNELIUS	MMC	E7	61797	N	?	288	110	GRADUATION	? 2001-01-17 10:14
<input checked="" type="checkbox"/>		FOLEY, JACKQUELYNNE C.	AK1	E6	09158	X	?	288	110	GRADUATION	? 2001-01-17 10:14
<input checked="" type="checkbox"/>		JOGLARIRIZARRY, JAVIER	STG1	E6	61797	N	?	288	110	GRADUATION	? 2001-01-17 10:14
<input checked="" type="checkbox"/>		LEWIS, BRAD L.	AE1	E6	69022	N	?	288	110	GRADUATION	? 2001-01-17 10:14
<input checked="" type="checkbox"/>		MCCULLOUGH, DONALD E.	GMC	E7	30733	N	?	288	110	GRADUATION	? 2001-01-17 10:14
<input checked="" type="checkbox"/>		MCLAURIN, DENISE E.	CTO1	E6	35454	X	?	407	006	NO SHOW	? 2001-01-08 08:00
<input checked="" type="checkbox"/>		MORGAN, MICHAEL S.	RM3	E4	61797	X	?	407	006	NO SHOW	? 2001-01-08 08:00
<input checked="" type="checkbox"/>		NISKALA, STEPHEN M.	ET1	E6	61797	N	?	407	006	NO SHOW	? 2001-01-08 08:00

If a Students' Current Category is

?

and Students' Current Person Event is

?

Change Students' Person Event to

?

Default Event Date

Apply Event to

EQ

XQ

Cancel

Edit

Uncheck All

ALL

CHECKED

Clr

Commit

Info

Menu

Help

Exit

Queue

Unique code which identifies a course at a location. - list of values available

Record: 1/1

<OSC>

<DBG>

FTC NORFOLK (39) - [STASS]

Action Edit Block Field Record Query Window Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0610 - 1

Update Student Diaries

2001-01-22

CDP

Owner

CIN

Short Title

FY

Seq

Sect

Cancelled?

Cancellation Reason

379K

?

Y

A-012-0052

TASK BASED CURDV

2001

10

1

?

N

Plan Convene Dt

Plan Grad Dt

Actual Convene Dt

Actual Grad Dt

2001-01-08 00:00

2001-02-16 00:00

2001-01-08 08:00

2001-01-17 10:14

SSN

Name

Rt/Rnk

UIC

QCA

?

Show Training

Reservation

Duty Status

Available for Orders

Ultimate Duty Station

Length of Training

JOGLARIRIZARRY, JAV

STG1

61797

?

PCS

TAD

Reserves

N/A

Available

Not Available

N/A

Assigned

Not Assigned

N/A

< 20 wks

>= 20 wks

N/A

Seat Assignment

Current Assignment

Est Rpt Dt

Act Rpt Dt

Sign Out Dt

PROSPECTIVE

ACTIVE ADMINISTRATIVE STAF

2000-06-12

2000-09-20

SKILL or RATE AWARDED

Notification Dt:

Type

Code

?

Skill Description

Attrited

Disposition

Disenrolled?

Code

?

Disposition Description

Disposition Dt

N

Category / Description

Event Date/Time

005

RESERVATION

2000-11-13 09:22

030

ENROLL

2001-01-08 08:00

110

GRADUATION

2001-01-17 10:14

Quota Filled:

MALE/FEMALE, USNARG, ENLISTE

Rate, Fleet, Recruit, or Marine

Quota Created By:

PMSA053

This will delete any diary entry, except for the last one.

Next

Previous

Delete Latest Diary Entry

Page 1

Commit

Info

Menu

Help

Exit

Queue

Record: 1/3

<OSC>

<DBG>

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0615 - 1

Muster/Convene A Class

2001-01-23

CDP	FY	Seq	Sect	Owner?	CIN	Short Title			More Class Info	Sort Selection <input checked="" type="radio"/> Last Name <input type="radio"/> SSN <input type="radio"/> Primary UIC <input type="radio"/> Category <input type="radio"/> PG, Rate/Rank
3400	?	2001	120	1	?	Y	A-012-0011	INSTRUCTOR TRNG		
NITRAS	NITRAS	STASS	STASS	Actual	Actual	CSM	Exception/Actual Convene Dt			
Plan Conv Dt	Plan Grad Dt	Plan Conv Dt	Plan Grad Dt	Conv Dt	Grad Dt	Administered?				
2001-01-22	2001-02-14	2001-01-22	2001-02-14	2001-01-22		N	N		2001-01-22 08:00	
Quota Requirements for this Class							Work Qty	Used	Calc Used	
MALE/FEMALE, USNARG, ENLISTED, UNITED STATES, AVIATION MACHINISTS MATE, FLEET, RECRUIT, C							1	1	2	

SSN	Name - Rate/Rank	Status	Primary UIC	Type Seat	Quota Filled	Event	Description	Category	Event Date
	BISHOP, PHILLIP L. FCCS	A	00281	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00
	BLACK, JEFFERY D. DC2	A	03368	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00
	CARTER, DESHAWN D. GM3	A	21562	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00
	CSEH JR, RICHARD F. ITC	A	03369	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00
	DAMICO, RAYMOND D. OS1	A	21700	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00
	DANIEL, ALAN N. BM1	A	03369	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00
	DAVIS, GARY E. CTT1	A	41276	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00
	DAWSON JR, SIDNEY PCC	A	68539	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00
	ENOEX, AUBREY E. BM1	A	22144	STANDARD	MALE/FEMALE, USNARG, E	2	ENROLL	? 030	2001-01-22 08:00

Update Personnel

Change Seat Type

Transition Noname

er/Noshow

COMMIT

Update Diaries

Substitute Named

Graduate Class

Group Reservations

Add Student

Maintain Seat Assignments

Commit

Info

Menu

Help

Exit

Queue

Students with Reservations or Onboard Prior to Convene have been Enrolled. Nonames(if any) have been changed to Noshows.

Record: 1/1

<OSC> <DBG>

Section II

◆ Graduating a Class

GRADUATE A CLASS

1. Select STM-CLASSES-GRADUATE A CLASS

A. Fill-in Course Info

- CDP
- CLASS NUMBER (FY, SEQ, SECT or LOV may be used)..
- Click F8 or XQ
- To Non-Grad/Disenroll Student
- Click on Update Student Diaries
- Select Student
- Select Appropriate Code & click OK
- Select Appropriate Disposition & Click OK
- Continue until all Disenrollments and Non-grads are completed
- COMMIT & Exit

B. Click GRADUATE CLASS

C. Verify/Update GRADUATION Status

D. COMMIT

NOTE: To correct errors discovered after GRADUATION is committed, use Update Student Diaries:

- Enter CDP, CLASS # (FY, SEQ, SECT, or LOV may be used).
- Click XQ or F8
- Select Student
- Click on Details by Student
- Click on Delete Latest Entry
- Click on Page 1, and Verify Student Status
- Click on LOV & Select appropriate Code, click OK
- COMMIT – EXIT

STASS 32-bit R

- STUDENTS ▶
- PIPELINES ▶
- CLASSES ▶
- ADMINISTRATIVE ▶
- REPORTS ▶

- TRANSITION ZERO CLASS
- CONVENE MUSTER
- CANCEL CLASS
- GRADUATE CLASS
- UPDATE STUDENT DIARIES
- CLASS SECTION CHANGE

Activity Support System

Netpdtc

WHATS NEW

Exit

ATTN STASS WEB USERS! STASS web will NOT run on NT Service Pack 6.
However, it WILL run on NT Service Pack 6A.

FTC NORFOLK (39) - [STASS]

Action

Edit

Block

Field

Record

Query

Window

Help

FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE

STM0620 - 1

Graduate A Class

2001-01-23

CDP

379K

Owner?

?

CIN

A-012-0052

Short Title

TASK BASED CURDV

Minimum Passing Grade

70.00

Awards

STASS

STASS

Actual

Actual

FY

2001

Seq

10

Sect

1

?

Plan Conv Dt

2001-01-08

Plan Grad Dt

2001-02-16 00:00

Convene Dt

2001-01-08 08:00

Graduation Dt

2001-01-17 10:14

?

Graduate?

SSN

Last Name

Rt/Rnk

Seat

Status

Category

P/F

Ind

Grade

Standing

Number in

Standing

Csm Only

Completion

Indicator

Recommend

for Skill/Rate

ABBOTT, G

S1

N

Enlisted

110

P

?

Average

Y

ALEKSA, D

S1

N

Enlisted

110

P

?

Average

Y

BYNUM, C

MMC

N

Enlisted

110

P

?

Average

Y

FOLEY, JAC

AK1

X

Enlisted

110

P

?

Average

Y

JOGLARIRIZ

STG1

N

Enlisted

110

P

?

Average

Y

LEVMS, BRA

AE1

N

Enlisted

110

P

?

Average

Y

MCCULLOUGH

GMC

N

Enlisted

110

P

?

Average

Y

PALMER, ES

ITC

N

Enlisted

110

P

?

Average

Y

PHILBRICK, P

MSG

N

Enlisted

110

P

?

Average

Y

RENLUND, J

MM2

N

Enlisted

110

P

?

Average

Y

Student Sort Selection

Last Name

Primary UIC

SSN

PG, Rate/Rank

Category

Grade

DC

Muster a Class

Update Student Diaries

Press to Display

Student Diaries

Grades/Standing

Skill/Rate Earned

Disposition

Graduation Date

2001-01-17 10:14

Apply CSM Averages

Generate Standings

Graduate Class

Update Next PL Class

EQ

XQ

Cancel

Edit

Graduation Settings

Clr

Commit

Info

Menu

Help

Exit

Queue

Unique code which identifies a course at a location. - list of values available

Record: 1/1

<OSC>

<DBG>

Any changes to student status can be made by selecting this option.

FTC NORFOLK (39) - [STASS]

ActionEditBlockFieldRecordQueryWindowHelp

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

STM0620 - 1

Graduate A Class

2001-01-22

CDP379KOwner?YCINA-012-0052Short TitleTASK BASED CURDVMinimum Passing Grade70.00Awards

FY2001Seq10Sect1STASS Plan Conv Dt2001-01-08STASS Plan Grad Dt2001-02-16 00:00Actual Convene Dt2001-01-08 08:00Actual Graduation Dt2001-01-17 10:14Grdbks?NCncl?N

Student Sort Selection

☒ Last Name☐ Primary UIC

☐ SSN☐ PG, Rate/Rank

☐ Category☐ Grade☐ DC

Muster a Class

Update Student Diaries

Press to Display

Student Diaries

Grades/Standing

Skill/Rate Earned

Disposition

Graduation Date

2001-01-17 10:14

1) If roster is correct, you can Graduate Class.

Generate Standings

Graduate Class

Update Next PL Class

Graduate?	SSN	Last Name	Rt/Rnk	Seat	Type	Service	Status	Category	P/F	Ind	Grade	Standing	Number in Standing	Csm Only	Completion Indicator	Recommend for Skill/Rate
<input checked="" type="checkbox"/>	P	ABBOTT, G	S1	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	P	ALEKSA, D	S1	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	I	BYNUM, C	MMC	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	I	FOLEY, JAC	AK1	X	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	P	JOGLARIRIZ	STG1	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	I	LEVMS, BRA	AE1	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	P	MCCULLOUGH	GMC	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	P	PALMER, ES	ITC	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	I	PHILBRICK, P	MSG	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	I	RENLUND, J	MM2	N	Enlisted			110	P	?				Average	Y	<input checked="" type="checkbox"/>

2) Ensure you commit before you exit

EQXQCancelEditGraduation SettingsClrCommitInfoMenuHelpExitQueue

Unique code which identifies a course at a location. - list of values available

Record: 1/1

<OSC><DBG>

Section III

- ◆ Print out a Roster

PRINT CLASS ROSTER

1. Select **STM-REPORTS-RESERVATION-CLASS ROSTER**
2. Input **CDP** on first parameter value block (**CDP Selection**).
3. Click on **LOV (?)** of second parameter value block (**Class Selection for STM**).
4. Select appropriate class, and click OK. (Selected class becomes part of first parameter value).
 - a. For **Standard Class Roster**, Click on SUBMIT
 - b. For **Graduation Roster**, Click on **LOV (?)** of **Include Graduated Classes** parameter. Select **YES, INCLUDE GRAD CLASS**, and click OK.

Click on SUBMIT.
5. At the prompt in **Reports Submission Window**, click on CONTINUE.
6. Click on QUEUE to go to **View Report Status**.
7. **Click XQ or press F8** button until STATUS reads FINISHED.
8. Click on **V to View** report, or on **P to Print**.
9. Select appropriate printer, and click OK.
10. Select method of printing (portrait, landscape, etc.), and click on **COMMIT**
11. At the prompt, click OK. Roster should print.

STASS 32-bit R

- STUDENTS ▶
- PIPELINES ▶
- CLASSES ▶
- ADMINISTRATIVE ▶

REPORTS ▶

- RESERVATION ▶
- STATUS ▶
- ADMINISTRATIVE ▶
- DATA VALIDATION REPORTS ▶
- PIPELINE ▶

- CLASS ROSTER
- CLASS REVIEW BY COURSE
- CLASS REVIEW BY STUDENT
- CLASS ROSTER WITH DESIGNATORS
- STUDENT PERFORMANCE SUMMARY
- STUDENT SCHEDULE SHEET
- RESERVATIONS BY LOCATION, CDP
- NTRS RESERVATIONS
- NONAME RESERVATIONS BY UIC



WHATS NEW

Exit

ATTN STASS WEB USERS! STASS web will NOT run on NT Service Pack 6.
However, it WILL run on NT Service Pack 6A.

UTL4310 - 1

Report Submission and Parameter Entry

2001-01-23

Name: STM0910R

Report Title: CLASS ROSTER

Required	Max Selections	Parameter Prompt	Parameter Value(s)	Description
<input checked="" type="checkbox"/>	6	CDP SELECTION	379K ?	ALL
<input checked="" type="checkbox"/>	1	CLASS SELECTION FOR STM	ALL	ALL
<input checked="" type="checkbox"/>	6	WORK CENTER	ALL	
<input type="checkbox"/>	1	BEGINNING DATE RANGE		
<input type="checkbox"/>	1	ENDING DATE RANGE		
<input type="checkbox"/>	1	FIELD TO USE FOR DATE RANGE		
<input type="checkbox"/>	1	PRINT ABBREVIATED REPORT	Y	YES, ABBREVIATED REPORT
<input type="checkbox"/>	1	PRINT ACTIVITY OR CATEGORY	CATEGORY	ABBR REPORT ONLY - SHOW CATEGORY
<input checked="" type="checkbox"/>	1	INCLUDE SSN ON THIS REPORT?	YES	YES, INCLUDE SSN ON REPORT
<input checked="" type="checkbox"/>	1	INCLUDE POC ON THIS REPORT?	NO	NO, DO NOT INCLUDE POC ON REPORT
<input checked="" type="checkbox"/>	1	INCLUDE GRADUATED CLASSES?	NO	NO, DO NOT INCLUDE GRAD CLASSES
<input checked="" type="checkbox"/>	1	INCLUDE CANCELLED CLASSES?	NO	NO, DO NOT INCLUDE CNCLD CLSSES
<input checked="" type="checkbox"/>	1	DISPLAY ENROLLMENTS ONLY?	NO	DISPLAY ALL ROWS FOR CLASS
<input checked="" type="checkbox"/>	1	SORT ORDER	1	CDP, CLASS

1) Enter CDP number.

2) Select this function to input the class to be printed.

EQ

XQ

Cancel

Edit

Dup

Ins

Del

Clr

Submit

Info

Menu

Help

Exit

Queue

FTC NORFOLK (39) - [REPORTING]

Action

Edit

Block

Field

Record

Query

Window

Help

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

UTL4310 - 1

Report Submission and Parameter Entry

2001-01-23

Name: STM0910R

Report Title: CLASS ROSTER

Max

Required

Selections

Parameter Prompt

Parameter Value(s)

Description

PARAMETER VALUES

Find 379K%

VALUE	DESCRIPTION
379K2001 51	Actual Convene: 2000-10-16 Actual Grad: 2000-10-25
379K2001 101	Actual Convene: 2001-01-08 Actual Grad: 2001-01-17
379K2001 151	Planned Convene: 2001-04-16 Planned Grad: 2001-04-25
379K2001 201	Planned Convene: 2001-05-14 Planned Grad: 2001-05-23
379K2001 251	Planned Convene: 2001-08-20 Planned Grad: 2001-08-29
379K2001 301	Planned Convene: 2001-09-17 Planned Grad: 2001-09-26
379K2000 101	Actual Convene: 2000-01-03 Actual Grad: 2000-01-12
379K2000 201	Actual Convene: 2000-05-08 Actual Grad: 2000-05-17
379K2000 301	Actual Convene: 2000-09-18 Actual Grad: 2000-09-27
379K1999 101	Actual Convene: 1998-10-19 Actual Grad: 1998-10-28
379K1999 201	Actual Convene: 1999-03-01 Actual Grad: 1999-03-10
379K1999 301	Actual Convene: 1999-07-12 Actual Grad: 1999-07-21

Find

OK

Cancel

Find class to be printed, then hit "OK"

Choices in list: 30

Record: 2/15

List of Values

<OSC>

<DBG>

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

UTL4310 - 1

Report Submission and Parameter Entry

2001-01-23

Name: STM0910R

Report Title: CLASS ROSTER

Required	Max Selections	Parameter Prompt	Parameter Value(s)	Description
<input type="checkbox"/>	1	CLASS SELECTION FOR STM	379K2001 101	ACTUAL CONVENE: 2001-01-08 ACTUA
<input type="checkbox"/>	6	WORK CENTER	ALL	ALL
<input type="checkbox"/>	1	BEGINNING DATE RANGE		
<input type="checkbox"/>	1	ENDING DATE RANGE		
<input type="checkbox"/>	1	FIELD TO USE FOR DATE RANGE		
<input type="checkbox"/>	1	PRINT ABBREVIATED REPORT	Y	YES, ABBREVIATED REPORT
<input type="checkbox"/>	1	PRINT ACTIVITY OR CATEGORY	CATEGORY	ABBR REPORT ONLY - SHOW CATEGORY
<input type="checkbox"/>	1	INCLUDE SSN ON THIS REPORT?	YES	YES, INCL
<input type="checkbox"/>	1	INCLUDE POC ON THIS REPORT?	NO	NO, DO NOT
<input type="checkbox"/>	1	INCLUDE GRADUATED CLASSES?	NO	NO, DO NOT
<input type="checkbox"/>	1	INCLUDE CANCELLED CLASSES?	NO	NO, DO NOT
<input type="checkbox"/>	1	DISPLAY ENROLLMENTS ONLY?	NO	DISPLAY
<input type="checkbox"/>	1	SORT ORDER	1	CDP, CLASS
<input type="checkbox"/>	1	PRIMARY OR RESERVATION UIC	Y	DISPLAY PRIMARY UIC

For a standard roster, ensure this block reads "NO"

For Graduation roster it should read "YES" (See next page)

2) After making inputs, submit.

EQ XQ Cancel Edit Dup Ins Del Clr Submit Info Menu Help Exit Queue

FTC NORFOLK (39) - [REPORTING]

ActionEditBlockFieldRecordQueryWindowHelp

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

UTL4310 - 1

Report Submission and Parameter Entry

2001-01-23

Name: STM0910RReport Title: CLASS ROSTER

	Required	Max Selections	Parameter Prompt	Parameter Value(s)	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	CLASS SELECTION FOR STM	379K2001 101 ?	ACTUAL CONVENE: 2001-01-08 ACTUA
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="6"/>	WORK CENTER	ALL ?	ALL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	BEGINNING DATE RANGE	? ?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	ENDING DATE RANGE	? ?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	FIELD TO USE FOR DATE RANGE	? ?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	PRINT ABBREVIATED REPORT	Y ?	YES, ABBREVIATED REPORT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	PRINT ACTIVITY OR CATEGORY	CATEGORY ?	ABBR REPORT ONLY - SHOW CATEGORY
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	INCLUDE SSN ON THIS REPORT?	YES ?	YES, INCLUDE SSN ON REPORT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	INCLUDE POC ON THIS REPORT?	NO ?	NO, DO NOT INCLUDE POC ON REPORT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	INCLUDE GRADUATED CLASSES?	YES ?	YES, INCLUDE GRAD CLASSES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	INCLUDE CANCELLED CLASSES?	NO ?	NO, DO NOT INCLUDE CNCLD CLSSES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	DISPLAY ENROLLMENTS ONLY?	NO ?	DISPLAY ALL ROWS FOR CLASS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	SORT ORDER	1 ?	CDP, CLASS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="1"/>	PRIMARY OR RESERVATION UIC	RY ?	DISPLAY PRIMARY UIC

Hit "submit" button.

EQXQCancelEditDupInsDelClrSubmitInfoMenuHelpExitQueue

Record: 11/15List of Values<OSC><DBG>

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

UTL4310 - 1

Report Submission and Parameter Entry

2001-01-23

Name: STM0910R

Report Title: CLASS ROSTER

Required	Max	Selections	Parameter Prompt	Parameter Value(s)	Description
*	5	4	CLASS SELECTION FOR STM	57012004 404	ACTUAL CONVENS 2004 04 00 ACTUAL

PARAMETER VALUES

Find

%

VALUE	DESCRIPTION
NO	NO, DO NOT INCLUDE GRAD CLASSES
YES	YES, INCLUDE GRAD CLASSES

Find

OK

Cancel

Choices in list: 2

Record: 11/15

List of Values

<OSC>

<DBG>

***** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE *****

UTL4310 - 1

Report Submission and Parameter Entry

2001-01-23

Name: Report Title:

Required	Max Selections	Parameter Prompt	Parameter Value(s)	Description
<input checked="" type="checkbox"/>	6	CDP SELECTION	379K ?	ALL
<input checked="" type="checkbox"/>	1	CLASS SELECTION FOR STM	379K2001 101 ?	ACTUAL CONVENIENCE: 2001-01-08 ACTUAL
<input checked="" type="checkbox"/>	6	WORK CENTER	ALL	ALL
<input type="checkbox"/>	1	BEGINNING		
<input type="checkbox"/>	1	ENDING DATE		
<input type="checkbox"/>	1	FIELD TO USE		
<input type="checkbox"/>	1	PRINT ABBREVIATED		ABBREVIATED REPORT
<input type="checkbox"/>	1	PRINT ACTUAL		REPORT ONLY - SHOW CATEGORY
<input checked="" type="checkbox"/>	1	INCLUDE SSN		INCLUDE SSN ON REPORT
<input checked="" type="checkbox"/>	1	INCLUDE POC		DO NOT INCLUDE POC ON REPORT
<input checked="" type="checkbox"/>	1	INCLUDE GRAD CLASSES		INCLUDE GRAD CLASSES
<input checked="" type="checkbox"/>	1	INCLUDE CNCLD CLASSES		DO NOT INCLUDE CNCLD CLASSES
<input checked="" type="checkbox"/>	1	DISPLAY ALL ROWS FOR CLASS		DISPLAY ALL ROWS FOR CLASS
<input checked="" type="checkbox"/>	1	SORT ORDER		CLASS

Reports Submission

REPORT STM0910R HAS BEEN SUBMITTED
PRESS BUTTON TO CONTINUE.

At the prompt
hit "OK"

Continue

YOUR REQUEST ID IS 166367

EQ XQ Cancel Edit Dup Ins Del Clr Submit Info Menu Help Exit Queue

UTL4310 - 1

Report Submission and Parameter Entry

2001-01-23

Name: STM0910R

Report Title: CLASS ROSTER

Required	Max Selections	Parameter Prompt	Parameter Value(s)	Description
<input type="checkbox"/>	6	CDP SELECTION	ALL ?	ALL
<input type="checkbox"/>	1	CLASS SELECTION FOR STM	ALL ?	ALL
<input type="checkbox"/>	6	WORK CENTER	ALL ?	ALL
<input type="checkbox"/>	1	BEGINNING DATE RANGE	? ?	
<input type="checkbox"/>	1	ENDING DATE RANGE	? ?	
<input type="checkbox"/>	1	FIELD TO USE FOR DATE RANGE	? ?	
<input type="checkbox"/>	1	PRINT ABBREVIATED REPORT	Y ?	YES, ABBREVIATED REPORT
<input type="checkbox"/>	1	PRINT ACTIVITY OR CATEGORY	CATEGORY ?	ABBR REPORT ONLY - SHOW CATEGORY
<input type="checkbox"/>	1	INCLUDE SSN ON THIS REPORT?	YES ?	YES, INCLUDE SSN ON REPORT
<input type="checkbox"/>	1	INCLUDE POC ON THIS REPORT?	NO ?	NO, DO NOT INCLUDE POC ON REPORT
<input type="checkbox"/>	1	INCLUDE GRADUATED CLASSES?	NO ?	NO, DO NOT INCLUDE GRAD CLASSES
<input type="checkbox"/>	1	INCLUDE CANCELLED CLASSES?	NO ?	NO, DO NOT INCLUDE CNCLD CLSSES
<input type="checkbox"/>	1	DISPLAY ENROLLMENTS ONLY?	NO ?	DISPLAY ALL ROWS FOR CLASS
<input type="checkbox"/>	1	SORT ORDER	1 ?	CDP, CLAS

Once system is done
sending the info.

EQ XQ Cancel Edit Dup Ins Del Clr Submit Info Menu Help Exit Queue

FTC NORFOLK (39) - [REPORTING]

Action

Edit

Block

Field

Record

Query

Window

Help

RPT0011-1

View Report Status

23-JAN-2001

Instance

SCHOOL

Host

NORU4012

1) Hit "XQ" until this reads "FINISHED"

Request ID	Report name	Status	Username	Submit Date/Time	Complete Date/Time	Nbr Pag	File	Print
166367	STM0910R	FINISHED	N39JRJ	23-JAN-2001 0818	23-JAN-2001 0819			P
166239	STM0910R	SENT	N39JRJ	22-JAN-2001 1053	22-JAN-2001 1054			P
166155	STM0910R	SENT	N39JRJ	22-JAN-2001 0757	22-JAN-2001 0758	2	V	P
165033	STM1160R	SENT	N39JRJ	12-JAN-2001 0915	12-JAN-2001 0916	2	V	P
165032	STM1160R	SENT	N39JRJ	12-JAN-2001 0913	12-JAN-2001 0914	13	V	P
165030	STM1160R	SENT	N39JRJ	12-JAN-2001 0911	12-JAN-2001 0912	4	V	P
165022	STM1140R	SENT	N39JRJ	12-JAN-2001 0902	12-JAN-2001 0902	2	V	P
165015	STM1140R	SENT	N39JRJ	12-JAN-2001 0851	12-JAN-2001 0852	4	V	P
165014	STM1140R	SENT	N39JRJ	12-JAN-2001 0849	12-JAN-2001 0850	3	V	P
164931	STM1114R	FINISHED	N39JRJ	11-JAN-2001 1318	11-JAN-2001 1319	1	V	P
164644	STM0910R	SENT	N39JRJ	10-JAN-2001 0946	10-JAN-2001 0947	2	V	P
164492	STM0910R	SENT	N39JRJ	09-JAN-2001 1322	09-JAN-2001 1323	2	V	P

2) Once document is done, hit "Print"

Sort by USERID

Sort by Request ID

Sort by Report Name

EQ

XQ

Cancel

Edit

Del

Commit

Info

Help

OK

Record: 1/12

<OSC>

<DBG>

Available Printers

Find %

Id	Printer	Description	Network	Secure
0	DEFAULT	The User's default printer		
33	sysprint	1814 system printer	N	N
34	sysprint	2170 system printer	Y	N
35	lpdba	DBA printer	Y	Y
41	ftc_n19_r204	FTC Training Room	Y	N

Find

OK

Cancel

If you want to email this report, e-mail address
If you want only selected pages of this report to print, please
enter first page and last page.

E-Mail Address of User:

First Page:

Last Page:

Copies:

Do not print Parameter page:

Locate your Network
printer, hit "OK"

☒ Print

☐ Print & Delete

☐ Delete

☐ E-Mail

☒ Portrait

☐ Compressed Portrait

☐ Landscape

☐ Compressed Landscape

*** When printing a wide report, choose Landscape or
Compressed Landscape.***

Printer

?

PRINTER NOT FOUND

EQ

XQ

Cancel

Edit

Dup

Ins

Del

Clr

Commit

Info

Help

Exit

<

>

Choices in list: 163

Record: 1/?

<OSC> <DBG>

23-JAN-2001

ges

2

FTC NORFOLK (39) - [REPORTING]

Action

Edit

Block

Field

Record

Query

Window

Help

RPT0020-1

Manage Report Output

23-JAN-2001

Instance

SCHOOL

Host

NORU4012

Request ID

166367

Report name

STM0910R

Complete Date

23-JAN-2001

Nbr Pages

2

If you want to email this report, e-mail address is required.
If you want only selected pages of this report to print, please
enter first page and last page.

E-Mail Address of User:

First Page:

Last Page:

Copies:

1

Do not print Parameter page:

☐

☐ Print

☒ Print & Delete

☐ Delete

☐ E-Mail

☒ Portrait

☐ Compressed Portrait

☐ Landscape

☐ Compressed Landscape

*** When printing a wide report, choose Landscape or
Compressed Landscape.***

Printer

379

?

In order to print,
"COMMIT"

C N19 QUOTA RM 103

EQ

XQ

Cancel

Edit

Dup

Ins

Del

Clr

Commit

Info

Help

Exit

<

>

Access keys are: P - PRINT, D - DELETE, B - PRINT/DELETE, M - Email

Record: 1/1

<OSC>

<DBG>

FTC NORFOLK (39) - [REPORTING]

ActionEditBlockFieldRecordQueryWindowHelp

RPT0020-1

Manage Report Output

23-JAN-2001

Instance

SCHOOL

Host

NORU4012

Request ID

166367

Report name

STM0910R

Complete Date

23-JAN-2001

Nbr Pages

2

If you want to email this report, enter E-mail Address of User.
If you want only selected pages, enter first page and last page.

E-Mail Address of User:

First Page:

Last Page:

Copies:

1

Do not print Parameter page:☐

When printing a wide report, choose Landscape or Compressed Landscape.***

Printer

379?

FTC N19 QUOTA RM 103

Forms

YOUR REPORT IS QUEUED TO PRINT AND WILL BE DELETED

OK

Hit "OK" your document should print. .

EQXQCancel

EditDupInsDelClr

CommitInfo

HelpExit

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YOUR REPORT IS QUEUED TO PRINT AND WILL BE DELETED

Record: 1/1

<OSC><DBG>